

# Copyright agreement and data processing notice: photography, filming and recording

*This form is for individuals agreeing to be photographed, filmed and/or recorded, for the purposes of participating in the production of University photography, video or audio work:*

I agree that I wish to participate in the project detailed herein and I hereby consent to the capture of my image in photographs/footage by the University. I understand that my participation in this project is voluntary and that I may withdraw my consent to be photographed, filmed and/or recorded at any time prior to the photography, filming or recording.

I further understand that, subsequently, the University may process (or authorise the processing of) the photograph(s), footage and/or audio recording(s) for educational and/or marketing purposes in accordance with the University's public task and legitimate interests. The University is committed to processing personal information in accordance with the General Data Protection Regulation 2016 and the Data Protection Act 2018 and will ensure that the rights and interests of data subjects are weighted appropriately.

I hereby grant to the University the non-exclusive right to use and reproduce my Contribution (including by copying, adapting and by issue and communication to the public) for educational and/or marketing purposes, online and/or via other digital/analogue methods; and to authorise such use and reproduction as may be deemed necessary by the University to facilitate use of my Contribution for the purposes hereby permitted.

To the extent that any audio/video recording in which I feature captures a qualifying performance under the Copyright, Designs and Patents Act 1988, I hereby authorise the University and/or agents authorised by the University to reproduce, distribute and make available the recording of my performance(s) to the general public.

I confirm that I am aged 18 or over.

Please complete the following using BLOCK CAPITALS

PROJECT DETAILS
Project name:
Administrator:
Department/unit:
Participant's Contribution:

PARTICIPANT'S PERSONAL DETAILS
First name:
Surname:
Telephone:
Email:

Staff  Student  Other

SIGNATURE
Date:

The University will process your personal information in the making of the image(s) and/or recording(s) available for use for educational and/or marketing purposes in appropriate file formats via web-based and/or other digital and/or print methods. I understand that:

- editing may be required by the University or by agents authorised by the University for quality or technical purposes;
- edited subsections may be used in other University materials for purposes stated above;
- the image(s) and/or recording(s) will be stored securely in appropriate file formats on servers belonging to the University and/or its authorised agents.

If you have any queries about this form or wish to update your personal details please contact the Information Management and Policy Services team at the University of Reading: [imps@reading.ac.uk](mailto:imps@reading.ac.uk) in the first instance.

More information regarding your rights under data protection law can be found in our Privacy Policy: <http://www.reading.ac.uk/15/about/about-privacy.aspx>

ReFo18/07